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Legislation

Student Government Association

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# 1213.07 Executive Board Responsibilities

Rollins College Student Government Association

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# Legislation 1213.07

## Constitutional Amendment: Executive Board Responsibilities

**Sponsors:** Liz Guardado, Zach Siegelson, Caroline Trussell

**Date:** 11/28/12

**Whereas:** The current SGA constitution has not been amended since 2009, and needed updating.

**Whereas:** There are designated executive board chairs and responsibilities that no longer remain pertinent to the current SGA model and there were simple grammatical errors that needed to be fixed.

**Whereas: “Article VII. By-Laws**

### **Section 1. Executive Board**

The Executive Board shall advise the Student Senate. It will serve as a channel for dialogue between the Student Senators and the Administration of the College. The Executive Board will have no voting powers within Senate. Each member of the executive board will be appointed by the President and Vice President.

#### **A. Qualifications/Requirements/Vacancy:**

I. Candidates for Executive Board Positions must have a minimum cumulative Grade Point Average of 2.7 and be in good standing with the Dean of Students. Candidates must fill out an application stating their qualifications for the position and the goals they wish to achieve if appointed to office. Candidates must return this application to the SGA office or the Office of Student Involvement and Leadership at the date and time established by the Judicial Board (President and Vice President Elections) or by the President/Vice President Elect (Executive Board Appointments). For further information on the application and election process, continue to ELECTION POLICIES AND PROCEDURES.

i. In Good Standing shall be defined as meeting the following requirements:

- ✎ 2.7 Cumulative Grade Point Average
- ✎ No Excessive (3 or more) convicted violations of the Student Code of Community Standards
- ✎ No proven convictions of Illegal Substances as defined by the Student Code of Community Standards
- ✎ A potential candidate for any executive board position with below a 2.7 GPA may be granted special consideration by the President and Vice President

II. Every Executive Board Member must adhere to these standards:

- i. Regularly attend SGA Executive Board and Senate meetings.
- ii. Submit monthly reports on all-pertinent activities and accomplishments to the SGA President at specified regular intervals.
- iii. The final duty of the outgoing officer is to train the incoming person and educate him/her about the fundamental responsibilities of the position. They are required to archive information pertaining to their work that year.

III. Upon vacancy of any Executive Board Position other than the President or Vice President, the President shall appoint the position with Senate approval.

#### **B. Positions and Responsibilities:**

##### **I. President**

- i. Will officially assume the position on Inauguration Day until the following year on the President Elect’s Inauguration Day making the term of office one year.
- ii. Act as the Chair of the Executive Board of SGA and as Chief Executive officer of the SGA

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- iii. Serve as a member in the College Governance System on the Executive Committee.
- iv. Represents student interests to Rollins' Trustees, Administration, Alumni, Staff, Faculty, and members of the general public.
- v. May authorize requests for money drawn from SGA funded accounts
- vi. May Veto Senate Bills and Senate Resolutions.
- vii. Produces an annual comprehensive report of the SGA for distribution at the end of the term of office.
- viii. Remains at the College to handle SGA business through commencement, and any further necessary time in preparation for the upcoming year, with provisions made for the expenses through the Senate
- ix. Upon vacancy of this position the Vice President will assume office of President.

### **II. Vice President**

- i. Will officially assume the position on Inauguration Day until the following year on the Vice President Elect's Inauguration Day making the term of office one year.
- ii. Serves as President of the Senate and conducts all Senate meetings according to Roberts Rules of Order.
- iii. Votes on motions being considered on the Senate floor only in case of a tie.
- iv. Keeps a cumulative file on each Senator. This file is open for investigation to any SGA member. This file will contain the following: Attendance record, Legislation written, Committees served on, Recommendations, Complaints, and Memorandums.
- v. Writes and distributes an agenda to all attendees prior to a Senate meeting.
- vi. Remains at the College to handle SGA business through commencement, and any further necessary time in preparation for the upcoming year, with provisions made for the expenses through the Senate.
- vii. Upon vacancy of this position the President Pro Tempore will assume the office of the Vice President

### **III. Academic Affairs Chair**

- i. Serves on the College Governance Committee for Academic Affairs.
- ii. Keeps record of agendas and minutes of the committee as well as maintaining committee membership.
- iii. Liaison to Faculty initiatives, speakers and meetings.
- iv. Serve as main student liaison to the Academic Affairs Committee.

### **V. Finance Chair**

- i. Serves as chief financial officer of the SGA and Fox Funds organizations.
- ii. Serves as a member of the Finance and Service Committee in the College Governance System.
- iii. Authorizes or denies requests for money drawn from SGA funded accounts.
- iv. Maintains the SGA funded accounts.
- v. Provides access to all records of SGA funded accounts to both the SGA Executive Board and Senate
- vi. Organizes hearings for Student Organizations to obtain funding.
- vii. Ensures the use of organizational funds to benefit and enrich our campus community.

### **VII. Internal Relations**

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- i. Shall be the organizational manager of the SGA suite including offices, all filing cabinets, interoffice mailboxes, and SGA files.
- ii. Acts as the Sergeant-at-Arms for SGA Executive and Senate meetings.
- iii. Acts as a liaison and contact person for scheduling office hours and appointments.
- iv. Serves as Clerk of the Executive Board.
- v. Serves as Clerk of the Senate.
- vi. Takes and maintains Senate attendance record. Receives Senator's written excuses for failure to meet Senate obligations and determines the validity of these excuses, while maintaining a public record and reporting this to the Chair of the Judicial Review Committee.
- vii. Serves on the College Governance Committee for Professional Standards. Keeps record of agendas and minutes of the committee as well as maintaining committee membership.
- viii. Serves as SGA Historian.

#### **IX. Public Relations Chair**

- i. Serves as the presiding and managing officer of the Public Relations Committee of the SGA.
- ii. Serves as the SGA media contact.
- iii. Formulates and implements a marketing plan for SGA.
- iv. Assists in the publicity of all SGA sponsored activities.
- v. Oversees regular and timely publication of SGA information.
- vi. Responsible for charting and presenting activities and ideas that would benefit SGA to the Executive Board and Senate.
- vii. Maintains the SGA Website and uses it as a tool to post official information for SGA

#### **X. Student Life Chair**

- i. Serves on the College Governance Committee for Student Life. Keeps record of agendas and minutes of the committee as well as maintaining committee membership.
- ii. Encourages dialogue on a college-wide level to solicit and consider student opinion.
- iii. Oversees Honor Council Application Process, and coordinates the application review by the Executive Board.
- iv. Collaborates with necessary organizations and departments to promote positive change within the residence halls.
- v. Hold reviews of the college policies and create the needed committees to make services and resources easier for students to use.

#### **XII. Events Chair**

- i. Responsible for charting and presenting activities and ideas that would benefit SGA to the Executive Board and Senate. Plans and heads committees for special events sponsored by SGA such as Tarnival, Lip Sync, and Homecoming Plans Fall and Spring Retreats for SGA
- ii. Coordinates attendance to Florida Conferences.
- iii. Maintains and innovates the R-Fridays Program.
- iv. Plans and implements the Rolley Trolley service that brings Rollins Students to the airport for school holidays at a discount price than taking a cab.
- v. Coordinates Fox Day Buses and all other transportation needs for SGA”

is changed in the constitution.

**Be it Hereby Resolved,** The Student Government Association of Rollins College will:

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### **Constitutional Amendment: Executive Board Responsibilities**

- (1) Pass these amendments and correct the Constitution.
- (2) Refer to the Constitution for responsibilities and ensure that it is adhered to.

ACTION TAKEN BY THE STUDENT SENATE.